

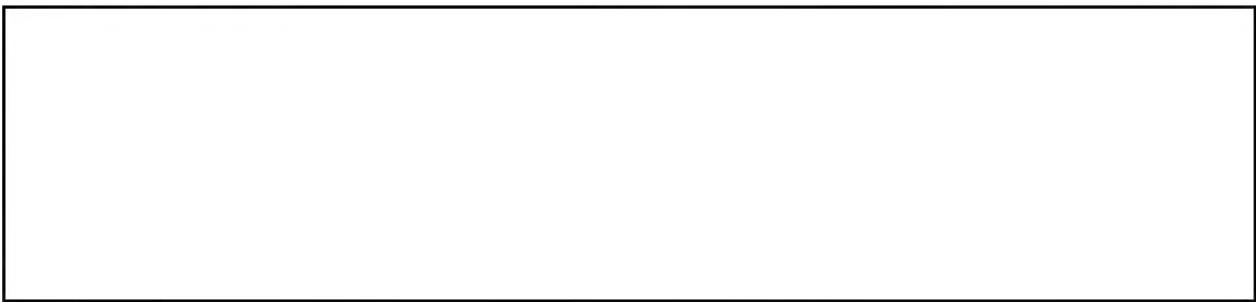
CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

4 November 1970

1. Present were:

25X1A



2. Howard Osborn spoke on bomb threats.

3. Items of interest at the DDP Staff Meetings:

a. Director's Trip to the Far East Mr. Karamessines advised that the Director was most laudatory in his statements regarding FE Stations and personnel following his recent trip to the Far East.

b. CS Grade Levels Also the Director asked the DD/S to discuss with him the discrepancies between the grades of our people in the field and the grades of personnel of State, AID, USIA, etc. In this connection, DD/P gave DD/S a copy of a memo he wrote to the Executive Director-Comptroller which discussed this problem and which requested an increase in the number of CS Supergrades and a slight increase in the CS average grade.

25X1A

c. Course for Wives Going Overseas Mr. Karamessines asked Al [redacted] about the course given for wives before they go overseas and was informed that the course had been stopped. He requested that the course as previously given be reinstated and that he felt it should be made more or less compulsory, especially for wives who have not been overseas before. He requested that it be run about six times per year and stated that the CS Divisions would help to the extent required by OTR. He suggested that some experienced wives be used as instructors in the course. For mid-level [redacted]

25X1C

25X1A

d. Post Reports Mr. Karamessines also requested that branches and desks take on the responsibility for maintaining up-dated Post Report information. In this connection, [redacted] pointed out that OTR was now producing kits on the various Stations for handout to wives. He stated that this program was not yet complete for all Stations, but that it was well underway. You as Support Chiefs are going to have to take the lead on this to make sure that complete info is available in your Component for each overseas Station.

e. DDP Absence from Headquarters Mr. Karamessines is away on a trip from last Thursday through today.

25X1C

g. Ambassador Briefings and Lunch The ADD/P requested that Division or Staff Chiefs who are inviting Ambassadors out for briefings and lunch, discuss their plans ahead of time with the DD/P or the ADD/P.

4. Items of interest at the DDS Staff Meeting:

a. Environmental Control [redacted] has been designated as the DDS Environmental Control Officer to work with [redacted] (contractor) to try to improve conditions in some of the Agency work areas.

b. Assignment [redacted] is the new Deputy Director, OSP replacing [redacted] who moved to OEL as Deputy Director.

c. Inter-Directorate Rotations [redacted] will chair a new committee to review inter-Directorate rotations. [redacted] is the DDS representative on the committee. 25X1A 25X1A

d. Marriage to Aliens A new time frame will be established for marriage to alien cases which will provide time for a full security clearance for the intended spouse.

e. Summer Employment Program The 1971 Summer Employment Program has been approved at not to exceed 200. Personnel will telescope processing time in order to inform dependents whether they have been accepted in early spring 1971. A notice on this subject is now in process.

f. Rendezvous Room It has been decided that the Rendezvous Room will be open to non-badged personnel after a notice has been published informing all employees of that fact.

g. Personnel Data in Soft Files A recent IG Survey revealed that soft files continue to contain info regarding individuals which should be available to management when considering the individual for assignment or promotion. As a result of this, [redacted] of the IG Staff has been set 25X1A up to chair a committee to review the problem and determine how this material is to be collected and made available to management.

h. Project USEFUL Project USEFUL is being cancelled.

i. Drug Display OMS will have a drug display in the 1-B corridor from 9 through 24 November 1970.

j. Foot Surveillance Film OTR has completed a 45 minute film dealing with "Foot Surveillance" which is now available for groups who would like to use it.

k. Visitors to Headquarters Building The McLean Rotary Club has been invited to the Agency on 24 November 1970 for a briefing in the Auditorium and lunch in a roped-off area of the North Cafeteria.

5. Other items of interest:

25X1A a. Shipment of Old POV's [redacted] discussed a request which he received from one Division to pay shipping costs from the U.S. to an employee's new Station (lateral transfer) because the employee's vehicle was 8 years old. It turned out that the employee had shipped a 6-year old vehicle to his first post and he had used it overseas only 2 years. SSA-DD/S urged that Support Chiefs question cases where individuals propose to ship "old" vehicles overseas and do their best to discourage the shipment.

b. Commuted Travel System SSA-DD/S described the new proposal from Director of Finance for a commuted travel system for return travel from the field which had been approved for development of schedules by the DDS. Basically it provides for commuted rates by economy air from the overseas post to the gateway into the U.S., and commuted rates by either air or POV from the gateway to the home leave point and then to Headquarters. It also provides that employees who have access to U.S. ships for return to the U.S., and are authorized to travel by ship and do in fact travel by ship, will have their vouchers computed by Central Travel Branch as in the past, i.e., they would not be treated under the commuted travel system. Less than 10% of our overseas personnel would fall in this group. None of the

c. Shipment of Foreign Manufactured or Assembled Vehicles

The Travel Policy Committee has recommended that the Agency adopt the policy that reimbursement will be allowed for the shipment of foreign manufactured or assembled vehicles. Employees will however have to [redacted] in accomplishing the shipment. The DD/S has given his informal approval of this policy.

25X1C